



CERTIFIED MEDICAL ASSISTANT

POSITION: H. Claude Hudson Comprehensive Health Center seeking qualified Certified Medical Assistants (CMAs) in our Patient Centered Medical Homes. We are seeking highly motivated candidates who are interested in working in our Internal Medicine Clinic.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Assists with patient care and coordination as a member of the Patient Center Medical Home (PCMH) team.
- Patient Centered Medical Home team completing intake and discharge functions.
- Perform between visit patient follow-up, huddle prep for pre-visit patient data update, and reminder appointment calls.
- Administer immunizations per provider's orders.
- Perform treatments and/or non-invasive screening tests such as electrocardiograms per provider's orders.
- Perform simple Point of Care Testing (POCT).
- Document proficiently in the Electronic Medical Record (ORCHID – Power Chart)

DESIRABLE QUALIFICATIONS:

- Recent experience in an ambulatory care clinic.
- Ability to work well in a team based setting.
- Effective interpersonal and organizational skills.

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of Certified Medical Assistants (CMA) to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered for a promotion or as a new-hire. Letter of Interest, Resume, References (at least 2), Performance Evaluations for the last two years and Master Time Card Record for last two years to:

H. Claude Hudson Comprehensive Health Center
Nursing Administration – Room 213

Nellie Young
Telephone: (213) 699-7110
Fax: (213) 746-4296

Resumes will be reviewed and highest qualified candidates will be contacted for interviews.

Resumes will be accepted until the needs of the department are met.